MARINE CORPS MOBILIZATION COMMAND

Richards-Gebauer Memorial Air Base, Kansas City, MO

INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PERSONNEL ADMINISTRATION

Ref: MCO P1001R.1 (MCRAMM)

IMA Conference, Quantico, VA

19-21 Oct 04

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POINTS OF CONTACT

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POINTS OF CONTACT

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TOPICS

- Reserve Benefits and Entitlements
- SGLI / FSGLI Maintenance
- IMA Reserve Duty
- MOBCOM Responsibilities
- Op Sponsor Responsibilities
- IMA Member Training
- Joins to IMA
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RESERVE BENEFITS & ENTITLEMENTS

- The financial benefit for association with an IMA Det is receipt of Drill Pay (two days for one) and the accumulation of qualifying federal service toward a reserve retirement.
- A reservist must perform at least ***20*** years of qualifying service to be eligible for retirement pay at age ***60.***
- For reservists to be credited with a year of qualifying federal service, must earn a minimum of ***50*** reserve retirement points during an anniversary year.
- Members receive one point for every four-hours of paid or unpaid service.
- See Reserve Guidebook for more information.

SERVICEMAN'S GROUP LIFE INSURANCE (SGLI) AND FAMILY SERVICEMAN'S GROUP LIFE INSURANCE (FSGLI)

- IMA members *automatically* enrolled via MCTFS .
  - SGLI: $250,000 term Life Coverage
  - FSGLI: @100,000 term Life Coverage
    - Age-based rates.
- Members may lower or decline coverage (in writing).
  - Member: SGLV 8286
  - Spouse: SCLV 8286A
- Completed forms mailed to MOBCOM (originals).
- Premiums deducted from Drill pay.
- SGLI Home Office:
  - Address: Office of SGLI (OSGLI), 290 W. Mt. Pleasant Ave, Livingston, NJ 07039.
  - Phone: (800) 419-1473.

IMA RESERVE DUTY

- Inactive Duty Training (IDT)
  - Regular Drills: Paid, 1-2 per day, 48 per Fiscal Year (FY)
  - ATP: Paid, 1-2 per day, beyond Regular Drills
  - RMP: Paid, 1 per day, beyond Regular Drills
  - Appropriate Duty: Non-paid, 1-2 per day, unlimited per FY
  - Duty Other: Non-paid, 1-2 per day, unlimited per FY
  - EIO: Paid, 1-2 per day, 4 per FY
  - EIN: Non-paid, 1-2 per day, unlimited per FY
  - Funeral Honors: Paid, 1 per day, beyond regular drills
- Active Duty
  - Annual Training: Paid, 12 days per FY
  - ADSW: Paid or Non-paid, limited only by funds

MOBCOM RESPONSIBILITIES

- Issue Membership / Join Orders.
- Manage IMA program within program manning levels.
- Maintains member service records, and some medical and dental records.
- Executes MCTFS inputs:
  - Maintains assignment and mobilization data.
  - Processes Unit Muster Sheets for pay and points.
  - Reports Pro / Con marks (Cpl and below).
  - Files SGLI / FSGLI applications in service records.
  - Inputs RED / BIR / BTR updates.
  - Others as required.

OPSPONSOR RESPONSIBILITIES

- Ensure all field service records are sent to MOBCOM
- Request addition/deletion of IMA billets to CMC (RA) via MOBCOM
- Determine skills/training requirements
- Prepare, endorse, and forward extension requests to CMC (RA) via MOBCOM
- Prepare, endorse and forward all IMA transfers
- Submit requests for mob orders to CMC (MPP-60)
- Submit “By Direction” authorization form (for muster sheets).
- Submit IMA budget requirements to CMC (RA) for Annual Training and Active Duty Special Work (ADSW), and MOBCOM for other expenses

OPSPONSOR RESPONSIBILITIES

- Request orders via ROWS to MarForRes Fund Administrator
  - Annual Training (AT)
  - Active Duty Special Work (ADSW)
- Reserve Duty On-Line (RDOL) maintenance
  - Advertise vacant IMA billets.
  - Change OpSponsor and OpSponsor contact information.
  - Maintain T/O and Platoon Code data
    - report changes to MOBCOM for unit diary input
    - monitor end-of-tour dates

OPSPONSOR RESPONSIBILITIES

- Muster only valid IMA members *after* receipt of approved join
- Ensure member conducts *48* IDT's annually
- Ensure member performs *12* days Annual Training (AT)
- Enforce member *height/weight, grooming* and *uniform* standards
- Complete and forward unit muster sheets to MOBCOM w / in 24 hours of Drills (IDT), CSC website or fax: (816-843-3222)
- Administer *annual* PFT
- Counsel Marines and administer FitReps through *OpCon chain of command*
- Complete and forward personal award recommendation through *OpCon chain of command*

OPSPONSOR RESPONSIBILITIES

- Assign Pro/Con marks (Cpl and below) – submit to MOBCOM
- Maintain currency of SGLI/FSGLI applications
- Maintain currency of RED/BIR/BTR data
- Complete administrative endorsements *(promotion/recs/non-recs)*
- Orders requests *(AT, ATD, or ADSW)* to MarForRes fund administrator *30 days prior* to start of duty
- Establishes the drill schedule – AT Plan
- Ensures source documentation for service record modifications forwarded to MOBCOM.

IMA MEMBER TRAINING

- As required by billet: MOJT/Formal MOS Schools/Intermediate and Advanced MOS Schools
- PME by Grade & Billet
- Musters and trains as directed by the Op Sponsor
- Ensures personal information is current in MCTFS.
- Maintains Height / Weight, Grooming and Uniform Standards.
- Stays physically fit.

JOINS TO IMA

- From IRR
  - Need join package from Prior Service Recruiter
  - Normally joined from IRR via *Prior Service Recruiter* (PSR)
    - Application must include:
      - Prior Service Recruiter package.
      - Verify that applicant is not *key employee* (DEA, FBI, State Dept, CIA, etc.)
      - Op Sponsor endorsement
        - » Op Sponsor must obtain CMC (RAP) approval to exceed manning (paycheck) level

JOINS TO IMA

- Current physical

- Applicant may not participate (drill) until receipt of orders from MOBCOM

- Date of join *normally* the date the application was received at MOBCOM

- From SMCR

  - Request from individual Marine through parent command to MOBCOM to OpSponsor

  - Endorsement from gaining and losing command, to include RUC/TO/Line Number/PLT Code

JOINS TO IMA

- IMA to IMA (Interunit Transfer between IMA Dets)
  - Need request from Marine
  - Endorsement from current OpSponsor and gaining OpSponsor
  - Report Date/RUC/TO/Line Number/PLT Code

JOINS TO IMA

- Date of Joins
  - Assigned by approving authority: IMA OpSponsor (or RAP when exceeding T/O)
  - Do not allow member to drill with joining IMA Det until joined on Unit Diary
    - Will be joined if unit does not exceed manning level, is in correct status and has current physical
    - Will not back-date join

JOINS TO IMA

- Application Review (once received at MOBCOM)
  - Do we have a complete package?
  - Verify T/O/RUC/Line Number/PLT Code
  - Verify current personal information
    (address, phone #, date of last physical, HIV, ECC)

IMA TOUR LENGTHS

- Standard tour is *THREE* years, per current policy
  - MOBCOM Notifies member and Op Sponsor via mail ***four months*** prior to IMA member's end-of-tour date.
  - MOBCOM notifies Op Sponsor of all IMA drops to occur that month.

IMA TOUR LENGTHS

Extensions

- *ONE-YEAR* extension approved by exception by CMC (RA)
  - Submit two months prior to end-of-tour, AA Form or Naval Letter Format, via CSC.
  - Sent to HQMC (CMT) via CG MOBCOM.

IMA TOUR LENGTHS

- Request for extension beyond *FOUR* years requires CMC (RA) approval

- When returning from mobilization orders, the End of Tour may be adjusted (up to 4 months, per MARADMIN 250/03)

TRANSFERS

- Voluntary Transfer from IMA
  - Marine submits request to MOBCOM via OpSponsor (Provide brief reason/rationale for transfer)
  - Ensure Marine is aware of effective date of transfer
  - Mandatory participants must be past Mandatory Drill Stop Date (MDSD)
  - E-mail/Fax/Naval Correspondence to MOBCOM:
    Customer Service Center (CSC)
    e-mail: csc@cdc.usmc.mil
    Fax: (816) 843-3077

TRANSFERS

- Involuntary Transfer to IRR
  - OpSponsor submits request to MOBCOM
    - MOBCOM will forward to MarForRes for approval
  - Reason(s) for Invol Transfer to IRR
    - Unsat participation
    - Failure to perform Annual Training
    - Failure to get current physical
    - Security Clearance

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

38 U.S.C. 4301 - 4333

- **Purpose -** to encourage non career service in the uniformed services, minimize disruption to employers and service members and their families, and prohibit discrimination.

- **Who is Protected?**
  - Active and Inactive Duty
  - Paid and Nonpaid
  - Voluntary or Involuntary
  - Anywhere in U.S. or U.S. territories, or U.S. employees of OCONUS U.S. employers.

SERVICEMEMBERS CIVIL RELIEF ACT

50 U.S.C. App. 501 et. seq.

- **Purpose** - postpone or suspend Certain civil obligations to enable service members to devote full attention to military duty

- **Who is Protected?**
  - Active duty
  - Reservists "called to active duty"
  - 30-90 days after leaving active duty
  - Anywhere in U.S. or U.S. territories
  - Dependents: foreclosures, eviction, repossession, terminations, or rental leases

HELPFUL WEBSITES

- **https://www.mmsb.usmc.mil/** (This site allows members to view Fitness Reports that have been received, request their Master Brief Sheet or Official Military Personnel File (OMPF) and verify promotion info.)
- **https://tfas.mol.usmc.mil/** (This site allows members access to view their BIR/BTR, RED, Awards, Retirement points, Drills, and other administrative information. Members can also make changes to their records to include: home address, telephone numbers and other administrative information.)
- **https://mypay.dfas.mil/mypay.aspx** (This site allows members to view current military pay rates (Basic pay, BAH, Travel, etc.) Members should also sign up for a PIN to get access to a "MyPay" account which will allow them to view their current LES, print W-2's, and other valuable information.)

HELPFUL WEBSITES

- **http://www.esgr.org/** (This site provides information regarding servicemember and employer rights and responsibilities vis a vis performance of military service while employed by civilian employer.)
- **http://jagcnet.army.mil/JAGCNETINTERNET/HOMEPAGES/AC/Legal%20Assistance%20Home%20Page.nsf** (This site details the benefits afforded by the Servicemembers Civil Relief Act.)

KEY EMPLOYEES HANDOUT

Ref: (a) MCRAMM chap 7

PURPOSE: To solicit OPSPONSOR support in screening for Key Employees within their Detachments.

BACKGROUND: Marine Reservists employed by the Federal government must seek their agencies' release to a mobilization status prior to appointment to a mobilization billet (SMCR or IMA). If designated by their agency as Key Employees, reservists may not be joined to a paid drilling status. Key Federal employees are fenced systematically from mobilization by assignment to the Standby Reserve (ASL or ISL). While in the ASL Reservists may affiliate (under appropriate or associate duty orders for points only) with MTU or IMA Dets.

DISCUSSION:

1. The recent global sourcing of IMA Marines has "turned-up" many IMA Marines who are key employees (DEA, FBI, CIA, etc).

2. OPSPONSORS are required to identify key employees in the interview process, per chapter 7 of the MCRAMM, as part of the IMA Join Package.

ACTION: OPSPONSORS are requested to aggressively identify Federal employees in their Dets for determination by their Federal Agency about their mobilization potential. IMA members identified as Key Employees will be transferred to the IRR (Active Status List) and are encouraged to contact MOBCOM, Customer Service Center at (816) 843-3395 for follow-on affiliation information.

QUESTIONS??